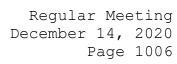




1	BEFORE THE CITY OF COLUMBUS
2	MUNICIPAL CIVIL SERVICE COMMISSION
3	
4	
5	In the matter of:
6	Regular Meeting
7	
8	Grady L. Pettigrew,
9	President, Presiding
10	
11	TRANSCRIPT OF VIDEOCONFERENCE PROCEEDINGS
12	
13	Monday, December 14, 2020
14	12:30 p.m. (Via WebEx)
15	
16	MARILYN K. MARTIN, RPR
17	REGISTERED PROFESSIONAL REPORTER
18	
19	
20	
21	
22	ANDERSON REPORTING SERVICES, INC.
23	1421 West Third Avenue Columbus, Ohio 43212
24	(614) 326-0177



THE CITY OF COLUMBUS ANDREW J. GINTHER, MAYOR	
CIVIL SERVICE COMMISSION	1(

1	COMMISSION MEMBERS PRESENT:
2	Grady L. Pettigrew, President Larry Price
3	PRESENTERS:
4	
5	Beth Dyke Tammy Rollins Brenda Sobieck
6	Charday Litzy-Taylor
7	
8	ALSO PRESENT VIA WEBEX:
9	Wendy Brinnon Jaasiel Rubeck
10	Amy DeLong
11	Carol Lagemann
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1	PROCEEDINGS
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3	BE IT REMEMBERED THAT, on the 14th day of
4	December, 2020, the Municipal Civil Service
5	Commission came for a regular meeting, Grady L.
6	Pettigrew, President. And the parties appearing in
7	person and/or by counsel, as hereinafter set forth,
8	the following proceedings were had:
9	PRESIDENT PETTIGREW: All right. I will
10	call to order the City of Columbus, Ohio, Municipal
11	Civil Service Commission meeting for the December
12	month of 2020. We will be following the printed
13	agenda. And the first item on our agenda is review
14	and approval of the minutes from the November 16,
15	2020, regular meeting.
16	MR. PRICE: I move we approve the minutes
17	from the November 16, 2020, regular meeting.
18	PRESIDENT PETTIGREW: Second.
19	All in favor say, "Aye."
20	THE COMMISSION MEMBERS: Aye.
21	PRESIDENT PETTIGREW: They are approved.
22	The second item is a Trial Board
23	recommendation. Ms. Sobieck, you're going to give us
24	a recommendation, which is a review and approval of

1	the findings and recommendation of a Trial Board
2	hearing held on Monday, October 19, 2020, at
3	10:00 a.m., Freda Malone versus Columbus City
4	Schools, bus driver, discharged and Appeal
5	No. 20-BA-0002.
6	MS. SOBIECK: At this Trial Board hearing,
7	the board did recommend overturning the termination,
8	so we recommend that you accept that recommendation
9	that we made to the full commission.
10	MR. PRICE: I move we approve the findings
11	and recommendations of the Trial Board hearing held
12	on Monday, October, 19, 2020, at 10:00 a.m., Freda
13	Malone versus Columbus City Schools, bus driver,
14	discharged, Appeal No. 20-BA-0002.
15	PRESIDENT PETTIGREW: Second.
16	All in favor say, "Aye."
17	THE COMMISSION MEMBERS: Aye.
18	PRESIDENT PETTIGREW: It's approved.
19	We have the I guess it would be a good
20	time to add to the record something that's not on the
21	agenda. But since, Ms. Sobieck, you just
22	participated: There will be a printed letter that
23	you'll receive. And on behalf of the entire

24 Commission staff and the many employees of the City



	LUMI J. GINTHER, MA		
CIVIL	SERVICE	COMMISSION	V

1	of Columbus and myself, I want to take this moment to
2	officially recognize you for your service and
3	important contribution to the work of the Civil
4	Service Commission for these past 29 years.
5	Although typically completed without great
6	fanfare and awareness by most, the service the
7	Commission provides to the City organization as a
8	whole and the employees individually is critical to
9	ensuring the City's employment process is fair,
10	objective, consistent and accessible. As you know,
11	providing this caliber of service often requires a
12	Herculean effort by the many involved in this effort.
13	As such, please accept our thanks and
14	gratitude for the countless hours you have invested
15	over the years of public service and safety
16	examination development, background reviews,
17	administration, managing every level of safety,
18	certification and selection process, trial boards and
19	generally helping to make this organization the top
20	tier leader that it is. We couldn't have done it
21	without you.
22	As you retire at the end of this month,
23	may this and the next effort in your life be exciting
24	and certainly lead only to good things. We're



- 1 wishing you all the best, and thank you again for
- 2 your service. The letter will be included in your
- 3 file.
- 4 And for everyone, if you agree, say,
- 5 "Thank you, Brenda."
- 6 MR. PRICE: Thank you, Brenda.
- 7 MS. DYKE: Thanks Brenda.
- 8 MS. SOBIECK: Thanks, Brenda.
- 9 (Crosstalk.)
- 10 PRESIDENT PETTIGREW: I don't understand
- 11 the violation of child labor laws. You must have
- been about 11 when you started.
- MS. SOBIECK: That's actually my joke. I
- 14 usually say I was 12 when I started. Retiring sounds
- 15 too old to me.
- 16 PRESIDENT PETTIGREW: Right. Well, thank
- 17 you.
- 18 Item No. 5 is request of the Civil Service
- 19 Commission staff on behalf of Columbus City Schools
- 20 to create --
- MR. PRICE: Mr. Chairman, if I may, are we
- skipping item No. 4?
- PRESIDENT PETTIGREW: Oh, I'm sorry. That
- 24 was the reason. Yes.



Item No. 4: Request for the Civil Service
Commission staff to extend the current eligible list
for 16 classifications as identified on the attached
list.
MS. BRINNON: Grady, do you have the
correct agenda up?
PRESIDENT PETTIGREW: Did I miss it? I'm
sorry. I have it in the notebook. All right.
The next item should be the review and
approval of the 2021 Civil Service Commission
Hearing/Trial Board meeting schedule.
MR. PRICE: That's why we make a good
combination. I like your thinking.
I move we approve the 2021 Civil Service
Commission Hearing/Trial Board meeting calendar.
PRESIDENT PETTIGREW: Second.
All in favor say, "Aye."
THE COMMISSION MEMBERS: Aye.
PRESIDENT PETTIGREW: It's approved.
Item No. 5 is the request of the Civil
Service Commission staff to reallocate designated
positions currently classified as Fleet Attendant,
Job Code 3744, to Fleet Attendant CDL, Job Code 3745
and to allow the affected employees to retain their



1	current classification status and seniority.
2	MS. ROLLINS: I'm Tammy Rollins, personnel
3	manager. This is a request to reallocate certain
4	positions in the Fleet Attendant classification to
5	the recently created Fleet Attendant CDL. In all
6	instances, the employees subject to this personnel
7	action have acquired the Commercial Driver's License
8	that allows them to legally drive the City's shuttle
9	buses.
10	This request to create this specialized
11	classification was in response to the department's
12	need to purchase and ultimately replace their fleet
13	of shuttle buses with ones that are ADA complaint.
14	The new ADA complaint buses were larger than the
15	current shuttle buses that had been driven, requiring
16	a CDL licensure in order to legally operate the
17	buses.
18	As we were creating this new
19	classification that would require the CDL, it was
20	discussed about a way to incentivize the employees to
21	go out and voluntarily get the CDL so that they would
22	be able to drive these buses and enable the
23	department to move forward seamlessly with their
24	shuttle plans as those vehicles became part of their





1	fleet. The proposed incentive would allow employees
2	who opted to voluntarily get the license to be
3	reallocated to the new class while keeping their
4	current seniority and status. So with the exception
5	of the larger vehicles that were being purchased, the
6	job itself remains the same.
7	The proposed incentive offers the employee
8	the ability to be reclassified to a higher class
9	without taking the civil service exam, without
10	serving a new probationary period, since all of these
11	particular employees had previously completed the
12	probationary period, and keeping their job seniority.
13	This was to be a one-time offer made to the current
14	Fleet Attendant employees that would provide both a
15	great benefit to both the employees and to the
16	department.
17	We are happy to say that we did have three
18	employees who did go out and voluntarily get the CDL.
19	These three employees are Jay Rogers, Jason Holt and
20	Mark Wilson. It is therefore requested that these
21	three employees be reallocated to the Fleet Attendant
22	CDL job classification and that these three employees
23	be allowed to retain their classification status and
24	seniority.



1	MR. PRICE: I move to reallocate
2	designated positions currently classified as Fleet
3	Attendant to Fleet Attendant CDL and to allow the
4	affected employees to retain their current
5	classification status and seniority.
6	PRESIDENT PETTIGREW: Second.
7	All in favor say, "Aye."
8	THE COMMISSION MEMBERS: Aye.
9	PRESIDENT PETTIGREW: It is approved.
10	Item No. 6 is a request of the Civil
11	Service Commission staff on behalf of the City of
12	Columbus schools to revise the specification for the
13	classification Maintenance Service Coordinator and
14	retitle it to read Maintenance Service Supervisor,
15	Job Code 5615.
16	MS. LITZY-TAYLOR: Hi. Charday
17	Litzy-Taylor, personnel analyst with the Commission.
18	This action was initiated at the request of Columbus
19	City Schools. The district expressed a need for
20	revisions to the specification due to operational
21	changes. It is proposed that the classification be
22	retitled to read Maintenance Service Supervisor,
23	which more appropriately describes the primary
24	function of the classification moving forward. The





1	proposed definition reads as follows: "Under general
2	direction is responsible for the supervision of staff
3	and activities associated with the integrated
4	workplace management system for facility service
5	request."
6	Revisions are proposed to the examples of
7	work section to better reflect the duties associated
8	with the classification. Currently the minimum
9	qualifications require a bachelor's degree and three
10	years of experience in facilities maintenance
11	management. The proposed minimum qualifications
12	would require five years of experience working in
13	facilities maintenance or using facilities work order
14	management software. Additional post secondary
15	education may substitute for up to three years of the
16	required experience on a year-for-year basis.
17	As proposed, the minimum qualifications
18	provide a pathway for incumbents working in the
19	maintenance service representative classification to
20	qualify. Employees serving in this qualification
21	will occasionally need to drive a district owned
22	vehicle to complete assignments; therefore, it is
23	also recommended that a valid motor vehicle
24	operator's license be required.



1	One statement has been added to the
2	knowledge, skills and ability section. No other
3	changes are proposed at this time. It is therefore
4	recommended that the classification Maintenance
5	Service Coordinator be revised and retitled to read
6	Maintenance Service Supervisor as proposed.
7	MR. PRICE: I move to revise the
8	specification for the classification Maintenance
9	Service Coordinator and retitle it to read
10	Maintenance Service Supervisor.
11	PRESIDENT PETTIGREW: I second that
12	motion.
13	All in favor say, "Aye."
14	THE COMMISSION MEMBERS: Aye.
15	PRESIDENT PETTIGREW: It is approved.
16	Items 7 through 12 will be joined together
17	since they all are involved with no no revision of
18	the specifications under consideration.
19	Item No. 7: Request of the Civil Service
20	Commission staff to approve the specification review
21	for the classification Senior Executive Assistant U
22	with no revisions.
23	Item 8 is for the classification Executive
24	Assistant II with no revision. The ninth is the



- 1 classification Executive Assistant to the Mayor with
- 2 no revision.
- 3 10 is the IT Technical Support Manager
- 4 with no revision.
- 5 11 is the classification Executive
- 6 Assistant I with no revision.
- 7 And 12 is the classification of Automotive
- 8 Mechanic with no revision.
- 9 MS. DYKE: Hello. Beth Dyke, personnel
- 10 analyst with the Civil Service staff. The review of
- 11 the classifications for items Nos. 7 through 12 is
- 12 part of the Civil Service Commission's effort to
- 13 review all classifications every five years. Based
- on feedback received, it was determined that the
- 15 current specifications still accurately reflect the
- work being performed. It is recommended that the
- 17 specifications be approved with no revisions.
- 18 MR. PRICE: I move to approve the
- 19 specification review for the classification Senior
- 20 Executive Assistant Unclassified with no revisions.
- 21 PRESIDENT PETTIGREW: Second. I'm sorry.
- You're going to go through them. I'm sorry.
- MR. PRICE: Whichever way you want to. I
- 24 want to be --



1	PRESIDENT PETTIGREW: Go ahead. We need
2	them for the record. We need all of them for the
3	record.
4	MR. PRICE: I move to approve the
5	specification review for the classification Senior
6	Executive Assistant Unclassified with no revisions.
7	No. 8: I move to approve the
8	specification review for the classification Executive
9	Assistant II Unclassified with no revisions.
10	No. 9: I move to approve the
11	specification review for the Classification Executive
12	Assistant to the Mayor Unclassified with no
13	revisions.
14	No. 10: I move to approve the
15	specification review for the classification IT
16	Technical Support Manager with no revisions.
17	No. 11: I move to approve the
18	specification review for the classification Executive
19	Assistant I Unclassified with no revisions.
20	No. 12: I move to approve the
21	specification review for the classification of
22	Automotive Mechanic with no revisions. That's it.
23	PRESIDENT PETTIGREW: Second those the
24	motion.



1	And all in favor say, "Aye."
2	THE COMMISSION MEMBERS: Aye.
3	PRESIDENT PETTIGREW: They are approved.
4	Item No. 13 is a request of the Civil
5	Service Commission staff to revise a specification
6	for the classification Executive Assistant to the
7	City Attorney Unclassified, Job Code 0787.
8	MS. DYKE: Hello. Beth Dyke, personnel
9	analyst with the Civil Service staff. The review of
10	this classification is part of the Civil Service
11	Commission's effort to review all classifications
12	every five years where applicable. Throughout the
13	specification, it is proposed to revise the reference
14	to "City Attorney Office" so that it now reads "City
15	Attorney's Office." Within the examples of work
16	section, it is proposed to add the word "the" within
17	an existing statement so that the statement reads
18	clearly.
19	There are no other proposed revisions at
20	this time. It is therefore recommended that the
21	revisions for the specification be approved as
22	proposed.
23	MR. PRICE: I move to revise the
24	specification for the classification Executive



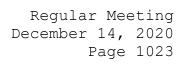
1	Assistant to the City Attorney Unclassified.
2	PRESIDENT PETTIGREW: Second.
3	All in favor say, "Aye."
4	THE COMMISSION MEMBERS: Aye.
5	PRESIDENT PETTIGREW: It's passed.
6	Item No. 14 is a request of the Civil
7	Service Commission staff to revise the specification
8	for the classification Civil Service Commission
9	Executive Director Secretary Unclassified, Job Code
10	0010.
11	MS. ROLLINS: Tammy Rollins. This
12	classification was on the five year schedule. Based
13	on this review, staff is recommending that the
14	specification be revised to reflect the renaming of
15	the Restoration Academy to The Edge Program. The
16	mission of this program, which is largely the same
17	program except for the renaming, and has the same
18	commission involvement as previously. This is the
19	only change proposed for this specification at this
20	time.
21	MR. PRICE: I move to revise the
22	specification for the classification Civil Service
23	Commission Executive Director Secretary Unclassified.
24	PRESIDENT PETTIGREW: Second.



1	All in favor say, "Aye."
2	THE COMMISSION MEMBERS: Aye.
3	PRESIDENT PETTIGREW: It is approved.
4	Item No. 15 is a request of the Civil
5	Service Commission staff to revise a specification
6	for the classification Assistant Director Fiscal
7	Unclassified, Job Code 0075.
8	MS. ROLLINS: The proposed revision before
9	you today is proposed to expand the use of this
10	classification to also include The Department of
11	Finance and Management. Currently the classification
12	is only used in Public Utilities and Public Service.
13	However, the Department of Finance and Management
14	represents the City's financial hub and authority.
15	Finance and Management provides the oversight and
16	direction to all other City departments on their
17	fiscal and financial matters.
18	Given the size and scope within the
19	finance and management use of this classification in
20	that department would be on par with its current use
21	in the departments of Public Utilities and Public
22	Service. It's therefore requested that this class be
23	revised as proposed to expand its use.
24	MR. PRICE: I move to revise the



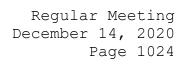
1	specification for the classification Assistant	
2	Director Fiscal Unclassified.	
3	PRESIDENT PETTIGREW: Second.	
4	All in favor say, "Aye."	
5	THE COMMISSION MEMBERS: Aye.	
6	PRESIDENT PETTIGREW: It is approved.	
7	MS. ROLLINS: Thank you.	
8	PRESIDENT PETTIGREW: I'm sorry?	
9	MS. ROLLINS: I was just thanking you.	
10	PRESIDENT PETTIGREW: Thank you.	
11	Item No. 16: No residency hearing reviews	
12	are submitted.	
13	Item No. 17: Background removals. The	
14	background removal of Joseph Harvey, applicant	
15	removed post examination result will be	
16	reinstatement. We have no further no	
17	administrative or jurisdictional reviews. And with	
18	that we've completed the agenda, and we will be	
19	adjourned until our January meeting.	
20	Commissioner Price, if you can stay on	
21	after the meeting is officially terminated, we can	
22	deal with Director DeLong and see if there's any	
23	other issues we need to prepare for.	
24	MR. PRICE: Okay.	



1	PRESIDENT PETTIGREW: With that, we are
2	officially adjourned.
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4	And, thereupon, the meeting was adjourned
5	at 12:50 p.m.
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COLUMBUS

CIVIL SERVICE COMMISSION



COLUMBUS ANDREW J. GINTHER, MAYOR		

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4	C-E-R-T-I-F-I-C-A-T-E
5	
6	I do hereby certify that the foregoing is
7	a true, correct and complete written transcript of
8	the proceedings in this matter, taken by me on the
9	14th day of December, 2020, and transcribed from my
10	stenographic notes.
11	
12	
13	
14	MARILYN K. MARTIN Notary Public in and for the State of Ohio
15	and Registered Professional Reporter.
16	
17	My Commission Expires October 15, 2021.
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The Commissioners adjourned the special meeting at 12	2:50 p.m.
* * *	
Grady L. Pettigrew, President	Date